

LCCS POLICY 905

Confidentiality and Release of Medical Information

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Current Effective Date:	01/27/2021
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	The LCCS Health Services Staff and all other LCCS Staff.
Responsibility:	LCCS Health Services Staff
Purpose:	To protect the rights of children who were seen and/or treated by LCCS Health Services, by releasing medical information only to properly authorized individuals.
Legal Cite:	O.R.C. §§ 2151.421, 2151.423, 5101.13-5101.134, 5103.03, 5153.16, O.A.C. 5101:2-33-21, 5101:2-33-23, 5101:2-42-66, 5101:2-42-66.1, 5101:2-42-66.2

POLICY STATEMENT

The medical records of all clients shall be considered private and confidential. Medical information from these records may only be released to individuals, other than LCCS personnel directly providing services to the client, as provided by law.

PROCEDURE

Requests for information shall be made to the Health Services Clerical Assistant.

The Health Services Clerical Assistant may release information from medical records to LCCS personnel directly providing services to the client without a completed consent to release information if such personnel are seeking information in order to provide services to the client.

The Health Services Clerical Assistant must document on the medical record the date, the records copied, the name of the person to whom the information was provided at whose request and why it was released.

Medical Records that Health Services staff have requested and received from Community Medical Providers may not be re-released to persons outside of LCCS, unless permitted by rule or law. Exceptions may be made, including but not limited to:

- The CCI/SACWIS Health information record, which contains a summary of pertinent medical information obtained from Community Health Care Providers, may be released to persons outside of LCCS if they have a medical need to know the health history of the child.
- LCCS will not provide access to children's online health management tools/portals (i.e., Mercy or Promedica MyChart).
- The LCCS Medical Consultant may receive all available medical information, including information from other community providers, when acting in his role of Medical Consultant.
- Community Health Care Providers who have been requested by Health Services staff to act as a consultant on a particular case may receive all available information from other community providers, when this information is pertinent to the reasons for the consultation.

The Health Services Supervisor shall determine what information is to be released under the above circumstances.

The Health Services Supervisor shall contact the Assistant Manager of Legal when there is any doubt/question about the appropriateness of releasing specific information to a particular person or entity or the type of information to be released. The Assistant Manager of Legal will provide technical assistance and guidance with regards to the preparation of information to be released.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS

LCCS Policy 150 (Confidentiality and Release of Information)